

Management Reports

Management Report	Description/Variable	Delivered
Salary & Count Information	Payroll bands (step & lane changes), grade level, and tenure information	July
Employee Benefits	Full Time/Part Time	July
IEP Count	Grade level and school	July
Substitute Teacher Expenditure	Total amount spent & number of hours: Monthly	July
	Total amount spent & number of hours: Grade & School	
	Total amount spent & number of hours: Reason for substitutes	
Staff Attendance Report	Grade and School	July
Employee Turnover	Measure the rate of turnover during the year	July
Map of Enrollment	Flexible boundaries	Annual/April
Enrollment Reports	Enrollment by school and grade	Monthly
Expenditure Reports	Direct instructional expenses vs. non-instructional expenses	July
Itemized Budgets	Classroom supplies	July
	Administrative supplies	
	Travel & conference expenses	
	Training and development expenses	
	Employee food expenses - itemized by event	
	Community food Expense - itemized by event	
	Continuing education	
Tuition reimbursement		